

**CITY OF RIVERTON  
JOB DESCRIPTION**

**FINANCE DIVISION MANAGER**

Employee Initials:

Supervisor Initials:

Date:

**SUMMARY:** Performs a variety of complex accounting work requiring confidentiality and exercise of independent judgment, oversees the financial activities of the City, Utility Billing, and Municipal Court. This position would serve as a Division Manager. Duties and responsibilities include but are not limited to the following:

- ❖ Supervise and administer the governmental accounting financial system for the organization which includes directing the general accounting system, accounts payable, accounts receivable, and fixed assets, maintaining the general ledger in accordance with generally accepted standards of accounting and reporting and State statutes;
- ❖ Assuring the financial policies and procedures are properly implemented and followed;
- ❖ Oversee the continuous improvement of accounting and financial processes and the development of best practices;
- ❖ Under the direction of the City Administrator, oversee the preparation of the budget and capital improvement plan; process and transfer all budgetary numbers into the accounting software; work directly with supervisors, staff, etc. to ensure a smooth budget process; and provide the data necessary to present the budget to the Council;
- ❖ Administer local, state, federal grants as needed, and the accounting for grant funding and project cash flow;
- ❖ Administer current debt and bond issues;
- ❖ Conduct bank reconciliations and monitor ongoing financial institution(s) accounts for maximum efficiency;
- ❖ Responsible for the preparation of the annual audit and the development of the CAFR, including maintaining inventory and depreciation schedules, preparing closing entries and accruals, and preparing other information for the auditors;
- ❖ Oversee the procurement and investment of funds for the organization by performing these duties personally or through subordinate supervisors.
- ❖ Oversee the cash management functions such as transfers, journal entries, fund balances;
- ❖ Evaluate need for procurement of funds and investment of surplus. Advises the City Administrator on investment and loans for short-range and long-range financial plans.
- ❖ Ensure the organization is in compliance with all internal policies and relevant regulations and ensure filings are completed in a timely manner;
- ❖ Facilitate the quarterly fiscal health reporting process to elected officials and the public;
- ❖ Ultimately, is responsible for the day-to-day accounting activities duties, including accurate accounting for cash, bank reconciliations, journal entries, month-end balancing and reports;
- ❖ Maintain all city financial records and shares responsibility for the safekeeping of all such records and documents; actively participates on a daily basis, when needed, in maintaining financial files in the Central Filing System (including grant files), and force account records for reimbursable projects;
- ❖ Compile reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to the operation of business;
- ❖ Attend Finance Committee and other meetings as directed by the City Administrator.

**SUPERVISORY RESPONSIBILITIES:** Exercises direct supervision over the Business Services Manager and Municipal Court Clerk.

**SUPERVISION RECEIVED:** This position is an FLSA exempt, at-will position under the guidance and direction of the City Administrator.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work under pressure of deadlines and manage multiple projects simultaneously.

**EDUCATION and / or EXPERIENCE:** A Bachelor's Degree in Accounting or related field (a MACC, CPFO, and/or CPA is preferred) and a minimum of 5 years experience in municipal government; experience in supervising three (3) or more employees, overseeing activities and functions of cash management procedures, as well as providing and maintaining excellent Customer Service. Principles of public sector bookkeeping and accounting, record keeping and records management. Conceptualizing and further implementing Excellent Customer Service standards and protocols. Must have knowledge of business computers and standard software applications.

**LANGUAGE SKILLS:** Ability to read and comprehend complex documents, correspondence, and memos. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare and present oral presentations, written articles and responses. Ability to write relatively complex procedure manuals. Considerable knowledge of grammar, spelling, and punctuation, office practices and procedures are required. Ability to effectively present information and presentations on controversial or complex topics in one-on-one and small group situations, including the governing body, public groups, and boards and commissions.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have the ability to be bonded.

**OTHER REQUIRED SKILLS AND ABILITIES:**

- Interpreting and applying policies and procedures.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Monitoring operations, identifying productivity issues and recommending solutions.
- Entering data and numerical information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Operating a computer utilizing a variety of software, including word processing and spreadsheet software.
- Performing mathematical calculations with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers, as well as assisting and guiding subordinates in doing the same.
- Must be able to provide subordinates with professional leadership and direction surrounding customer service and dealing tactfully and courteously with the general public and others seeking information about the City's functions and activities.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.